

## **1100.0.0 DISPOSAL OF SURPLUS COMPUTER EQUIPMENT**

- 1100.1.0** This policy applies to all Department of Human Services (DHS) divisions and employees. It establishes procedures for disposing of surplus computer equipment and offering the sale of surplus computer equipment to DHS employees to achieve the maximum possible benefit from use of state agency owned computers, electronics, and peripherals and the maximum benefit from the sale of surplus state agency assets. (Act 1410, §§1(b)(1) and (2))
- 1100.2.0 Definitions**
- 1100.2.1** Computer - A programmable electronic machine that performs high-speed mathematical or logical operations or that assembles, stores, correlates, or otherwise processes information. (§3(2))
- 1100.2.2** Computer peripheral - Any device attached to a computer, by cable or remote connection that enhances the functionality of the computer to which the peripheral is attached. Examples are the monitor, keyboard, mouse, and printer.
- 1100.2.3** Computer component - Any device contained within the computer's box that is essential to its operation. Examples are the processor, motherboard, power pack, and hard drive.
- 1100.2.4** Surplus computer equipment - Computers, computer peripherals, and computer components no longer in use in an agency, but which have residual market value. (§3(9))
- 1100.2.5** Obsolete computer equipment - A computer, or computer peripheral that is no longer under warranty and is no longer fit for use because it uses components no longer adequate to achieve the equipment's intended state government purposes, or because the cost of repair or replacement would be greater than the equipment's residual market value.
- 1100.3.0 Responsibilities**
- 1100.3.1** Unit Manager: Unit Managers or Division designee shall make the initial determination that the computer/peripheral meets conditions of being obsolete as defined above.
- 1100.3.2** Property Identification: Unit Manager or Division designee will furnish by email (email address: DHS OST Equipment) the following information for each item of obsolete computer/peripheral equipment: brand, model, serial number, inventory tag number (if any), purchase date and price (if available) and service warranty expiration date (if available).
- 1100.3.3** Redeployment: Upon receipt of property identification, the Office of System & Technology (OST) will arrange for determination of fitness of obsolete computer equipment for other useful purposes within DHS. This determination will be based upon OST's estimate of the equipment's remaining useful life and OST's knowledge of existing needs within DHS where the equipment can be redeployed with minimal support cost. Equipment determined by OST to be unfit for redeployment will be offered for sale to DHS employees or donation, as provided below. Upon redeployment of the equipment, the originating Division will arrange for delivery to the redeployment site. For equipment to be offered for sale to employees, or to be donated, the originating Division will arrange for delivery to the DHS Warehouse.

- 1100.3.4**     Preparation for Sale or Disposal: For equipment not redeployed, the Chief Information Officer's designee will arrange for clearing all data and software (§4(a)(2)) and the affixing of a release tag. DHS Warehouse must ensure that equipment picked up by purchasing employees, or delivered to M&R, bears OST's release tag before transfer of possession.
- 1100.3.5**     Sale to Employees: Upon approval of the CIO, the CIO's designee will offer obsolete equipment for sale to DHS employees, via DHS's Intranet site. The selling price of computer and electronic equipment shall be not less than 10% above its undepreciated value as determined by Department of Finance and Administration (DFA) guidelines (§6(a)).
- A.    As-Is Condition: State employees purchasing state agency computers and electronic equipment accept the computer or equipment on an "as is" basis, without any warranty of any kind by the agency (§4(a)(5)).
- B.    Accounting of Sale: The Office of Financial Management will invoice and collect funds generated by the sale of such equipment. Funds shall be allocated as follows: 60% shall be returned to the Department; 15% shall be deposited with M&R of DFA; and 25% shall be deposited in the Computer and Electronic Recycling Fund.
- 1100.3.6**     Unsold Equipment: Unsold computer and electronic equipment may be donated to Arkansas Public Schools, though schools are not required to accept the donation. Equipment [not sold within 60 days] and not donated may be sent to Marketing & Redistribution Section, DFA (§7(a)&(b))
- 1100.3.7**     Back Stock: OST may keep a back stock of computer hardware and electronics for the purpose of parts harvesting for the repair, maintenance, and upgrade of computers in use. Back stock shall not exceed 10% of the number of state employee computers in the agency (§4(a)(4)(A)&(B)).
- 1100.4.0**     **Authority**
- Arkansas Act 1410 of 2001: An act concerning computer and electronic solid waste management.
- 1100.5.0**     **Initiating Department**
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